Information Technology Investment Board

MINUTES
Commonwealth IT Solutions Committee

Wednesday, October 18, 2006
Virginia Information Technologies Agency (VITA) Auditorium
110 South Seventh Street, Richmond, VA

Attendance
Members Present:

The Honorable Aneesh Chopra, Chair
Walter J. Kucharski
Bertram "Bert" Reese
Alexander "Sandy" Thomas

Member Absent:

Kenneth S. Johnson, Sr.

Others Present:

Jerry Simonoff, VITA IT Investment & Enterprise Solutions Director
Dan Ziomek, VITA Associate Director for Project Management

Call to Order

Secretary Aneesh Chopra called the Commonwealth IT Solutions Committee to order at 8:05 a.m. Following a roll call by Dan Ziomek, Secretary Chopra acknowledged that a quorum of the members were present.

Welcome
Secretary Chopra welcomed the newest committee member Bertram "Bert" S. Reese.

Approval of Minutes

Mr. Chopra called for approval of the minutes for the July 19, 2006, Committee meeting.

MOTION: A motion was made by Mr. Thomas that the minutes of the July 19, 2006, meeting of the Commonwealth IT Solutions Committee be approved as written. Seconded by Mr. Kucharski, the motion carried unanimously.

Commonwealth EA Program Update

The Honorable Jody Wagner, Secretary of Finance, shared with the committee members an update on the Commonwealth Enterprise Applications (EA) Program. Secretary Wagner gave and overview of the Enterprise Applications System. It would include Financial, Human Resource, Supply Chain and Administrative Management upon the approval of the ITIB. Phase 1 would be the Financial Management System; beyond Phase 1 would be Human Resources, Supply Chain and Administrative Management Systems. The specific order would be determined at a later time. Secretary Wagner gave several reasons why the Financial Management system should be implemented first and reviewed the cost breakdown. She informed the committee on the next steps that need to be taken.

Discussion Followed.

Commonwealth Major IT Project Status Report

Mr. George Williams, VITA Project Management Division (PMD), gave a status report on major information technology projects. He briefed committee members on changes that had been made in the report format since July to show a comparison of current project status with the previous quarter. He noted that there were 21 active projects in the current report.

Overall, the report indicates that one project was assessed as Red: Virginia Department of Transportation Electronic Toll Customer Service and Violation Enforcement. Mr. Williams also informed the committee that there were five projects assessed as Yellow: the Jamestown-Yorktown Foundation Ticketing, Scheduling and Resource Management Software Implementation; Virginia Department of Transportation Roadway Network System; the Sate Board of Elections Virginia Election and Registration Information System; the Virginia Information Technologies Agencies PeopleSoft Business Planning and Budgeting; and, the Department of Motor Vehicles Traffic Records Electronic Data System.

Discussion followed.

Dan Ziomek, VITA Project Management Division (PMD), presented to the committee a closeout report for the Department of Natural Resources (DNR) Automated License Delivery System. As previously requested by the committee, major IT projects will not be removed from the status report until a closeout report is completed and provided for review by committee members. Overall, the DNR project was successful with no issues at closeout.

Staff Action: Mike Sandridge, VITA Project Management Division (PMD), was requested to provide the committee clarification on the relationship between the Department of Rehabilitative Services Intergraded Case Management Software and Financial Management Software proposal. (Note: The information requested was emailed to all committee members on October 18.)

Enterprise & Collaboration Initiatives Discussion

Secretary Chopra presented a letter from the Governor to the ITIB Chairman Jim McGuirk. The letter reflects the Governor's priorities for enterprise and collaborative initiatives. In the letter, the Governor recommends an improved system that will include a high level focus of responsibility for enterprise improvement efforts.   This "Office of Enterprise Business Solutions" will include three key elements: a Center of Excellence; a Collaborative

Investment Fund; and establishing an Enterprise Project Management Office. In addition, the letter contains five initiatives set forth by the Governor:

- Core business systems and process improvement;
- Reducing transaction time for business;
- Reducing transaction time for Veterans;
- Electronic Health Records;
- Enterprise wide document handling and workflow management and processes.

The letter is available at the ITIB website.

Other Business

There was no other business.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 9:08 a.m.